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27 FEB 1961

**CONFIDENTIAL**

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Amendment to the Staffing Complement, Africa Division Headquarters

1. The AF Division has proposed the addition of a Fiscal Accountant position in its [redacted] and a compensating reduction in the [redacted] Chaotic conditions in some of the African countries [redacted] are justifications for the increase, which has been informally agreed to by the Comptroller, the Audit Staff, and the Office of Personnel.

2. You are, therefore, requested

a. to establish after position number 213 in the [redacted]

Job Title	Grade	Plan. Inc.	Pos. No.	Lia. or Flex.	SD
Fiscal Accountant	GS-09	1	New	Flex.	SF

b. and to reduce in [redacted]

Job Title	Grade	Plan. Inc.	Pos. No.	Lia. or Flex.	SD
Ops Officer	GS-12	3 to 2	177	Flex.	D

(SIGNED)

Assistant SSA (Personnel)

CONCUR:

3 MAR 1961

Office of Budget and Finance Career Service

Date

25X1A9ACPD: [redacted]:ss(27 Feb '61)

Distribution:

Orig & 1 - Addressee 1 - SSA-DD/S  
1 - C/AF 1 - ASSA(Pers)  
1 - Budg&Finance 2 - Mr. [redacted]

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MEMORANDUM FOR: Special Support Assistant, DD/S  
SUBJECT: Fiscal Accountant Position

1. As you are aware, when the Africa Division was established almost two years ago, the [ ] of the dissolved SE Division was transferred, with some modifications, to the new Division.

2. At that time it was not known with any degree of accuracy what the workload of the [ ] would be. Consequently, we relinquished two Support positions, a Personnel Officer and a Fiscal Accountant, for assignment to other area divisions. Subsequently we deleted a third Support position, a Logistics Officer, and this individual was reassigned to the Office of Logistics.

3. Experience over the past two years now indicates that the composition of the present [ ] is not adequate to render efficient and timely support to the current activities of this Division. This is particularly critical in the Budget and Finance area, and was recognized several months ago when a Fiscal Accountant position was restored to the [ ]. This position was absorbed within our authorized ceiling by deleting a position elsewhere in the Support structure.

4. While this additional position has been a great assistance, the [ ] still cannot keep abreast of its daily workload. Also the chaotic conditions presently existing in some of the African countries, the fact [ ] and most of the Administrative Assistants are young and inexperienced, has resulted in the need for more and more assistance from Division Headquarters.

5. During the past year or so we have had to request special audits of numerous Stations as their accounts and records were either incorrect or in arrears. On several occasions, the Auditors have spent weeks in straightening Station accounts. This has also consumed a large amount of Headquarters man hours. We presently have two administrative personnel in [ ] on 90 days TDY to assist that Station, and I can foresee the continuing need for TDY of overall administrative personnel and Budget and Finance personnel to the field.

6. The Chief, [ ] has discussed these problems with the Comptroller who has agreed to supply additional personnel as needed. Special studies recently made by the Audit Staff and the Office of Personnel both substantiate the need for at least one additional slot in the Budget and [ ]

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7. Accordingly, it is requested that necessary approvals be obtained to allow the establishment of the position of Fiscal Accountant, GS-9, in the Africa Division

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Acting Chief, Africa Division

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